



State Entrance Test 2014

APPLICATION PACKET

NEW HAMPSHIRE STATEWIDE ENTRY-LEVEL FIREFIGHTER EXAMINATION

Application & Physician forms Deadline: Friday, March 7, 2014

***CPAT Orientation: April 15 & 16, 2014 @ Laconia Ice Arena**

Written: May 14, 2014 @ Fire Academy

***Physical Agility (CPAT): June 9, 10, and 17, 2014 @ Laconia Ice Arena**

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF FIRE STANDARDS AND TRAINING AND EMERGENCY MEDICAL SERVICES
RICHARD M. FLYNN FIRE ACADEMY
Located at 98 Smokey Bear Boulevard
CONCORD, NH 03301**

Applicant Qualifications

Applicants must be at least 18 years of age, have a high school diploma or GED (General Educational Diploma) and a valid driver's license with photo from their state of residence. Applicants must submit a written authorization, **signed by a physician**, authorizing the applicant to compete in the testing process.

NOTE: *Additional rules apply to jurisdictions hiring career employees, including the following:*

- *Background investigation, including criminal and motor vehicle record check prior to employment. Felony conviction is cause for rejection.*
- *Replacement medical evaluation as outlined in NFPA 1582 prior to employment. Category "A" conditions are cause for rejection.*
- *An oral interview.*
- *Complete a program of study as adopted by the NH Fire Standards & Training Commission within one year of employment.*

**APPLICATION
FORM:**

All items of the application packet to be returned are clearly marked as Item 1, Item 2, and Item 3 on the bottom of the appropriate pages. Item 1, Item 2, and Item 3 must be completed (**only completed forms with original signatures will be accepted - NO FAXES**) as directed for an applicant to be eligible to participate in the examination.

***ITEMS 1, 2, and 3 – Postmarked no later than March 7, 2014**

***Learning Disability Accommodation (If applicable) – Postmarked no later than March 7, 2014**

***Note: all items have the same deadline this year, but still may be submitted separately, however, all must be postmarked no later than March 7, 2014.**

NO APPLICANT WILL BE ALLOWED TO TAKE THE EXAMINATION IF REQUIRED FORMS ARE SUBMITTED AFTER DEADLINES.

MAIL APPLICATIONS TO OUR MAILING ADDRESS OF:

**NEW HAMPSHIRE FIRE ACADEMY
ENTRANCE EXAM
33 HAZEN DRIVE
CONCORD, NH 03305**

Or deliver to:

The New Hampshire Fire Academy, 98 Smokey Bear Boulevard, Concord, NH 03301
Monday through Friday, between the hours of 8:15 a.m. and 4:15 p.m.

TESTING FEE:

*All applicants will remit a **\$100.00 non-refundable** administration fee, made payable to "NH Fire Standards & Training and Emergency Medical Services." The administration fee may be paid by personal check, money order, or credit card (Master Card, VISA or American Express), and **must accompany the application.**

APPLICANTS WITH DISABILITIES:

Individuals with disabilities must notify the NH Fire Academy utilizing the enclosed Learning Disabilities Accommodation Request Procedure form by the application deadline. Any requests for special assistance will be handled on an individual basis and with complete confidentiality.

GENERAL INFORMATION:**Only completed forms with original signatures will be accepted - NO FAXES**

It is strongly recommended that the **candidate make copies of all required documents that are forwarded to the NHFA.** Due to the large number of candidates, we are not able to return any application documents or any copies.

Any challenges to the written exam process must be made in writing no later than Tuesday, May 14, 2014 by 4 pm.

**STATE OF NEW HAMPSHIRE
RETURNED CHECK POLICY**

- WE MAY RE-PRESENT YOUR CHECKS ELECTRONICALLY FOR ANY CHECK RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS.
- YOUR RETURNED CHECK WILL NOT BE PROVIDED TO YOU WITH YOUR BANK STATEMENT, CONTACT YOUR FINANCIAL INSTITUTION FOR A COPY.
- PER RSA 6:11-a, A FEE OF \$25 OR 5 PERCENT OF THE FACE AMOUNT OF THE CHECK, WHICHEVER IS GREATER, PLUS BANK FEES, WILL BE CHARGED FOR EACH RETURNED CHECK AND COLLECTED WITH A SEPARATE ELECTRONIC TRANSACTION.

All questions should be addressed to Mr. Scott Merrill at the NH Fire Academy, (603) 223-4200 or 1-800-371-4503, X 31026.

WRITTEN EXAMINATION

Applicants will be administered a general knowledge written examination. No prior training or experience in the job of firefighter is assumed of applicants taking the exam. The examination, based on the Test Preparation Manual, is designed to assess abilities related to the following areas: Reading Comprehension, Interpreting Tables, Situation Judgment, Logical Reasoning, Reading Gauges, Applying Basic Math Rules, Mechanical Aptitude, Spatial Sense, Map Reading, and Vocabulary. Applicants shall not be allowed the use of a calculator or any other items in the testing room. Please refer to written testing tips online at our website, (<http://www.nh.gov/safety/divisions/fstems/index.html>) for information.

The written examination will be administered on Wednesday, May 14, 2014 at the New Hampshire Fire Academy, 98 Smokey Bear Boulevard, Concord, NH. Candidates will be assigned specific dates and times for the testing after acceptance of their applications. Applicants should allow ample time for travel and plan to be at the Academy at least 15 minutes prior to their scheduled testing time. Visit our web-site for information and updates. **APPLICANTS WILL NOT BE ALLOWED TO SIT FOR THE EXAM IF THEY ARE LATE!** An approximate two to three hour time limit is placed upon the administration of the written portion of the examination process. **If you have taken a previous state entrance written exam with NHFST&EMS, or have FF2 certification, you do not need to take the written portion of the 2013 State Entrance Exam.** However be advised that some Fire Departments may require the annual written and Physical Ability Testing for their hiring requirements.

PHYSICAL ABILITY EXAMINATION:

All applicants will be scheduled for physical ability examination as outlined in the New Hampshire Candidate Physical Ability Test Orientation Guide, a copy of which is enclosed for your review and which **MUST** be **submitted to the authorizing physician for review.** **The candidate will be notified of their CPAT testing date and time after successful completion of the application process.**

***Make sure you follow the Dress Code for the Physical Ability Testing!**

Because of the large volume of candidates, you will be assigned one day and time for the written test and another day and time for the CPAT. You must be available for your assigned times on the days assigned for YOUR testing.

Please refer to the IAFF/IAFC Physical Ability Test Orientation Guide for further information regarding the Physical Ability Test. Bring this guide to the physician for reference to your physical.

All applicants wishing to attend an orientation of the CPAT must return Items 1, 2, and 3 of this application packet. This is a formal signup procedure in order to process all applicants for the CPAT orientation. Candidates may choose the following dates of April 15, and/or 16, 2014. Times must be checked off but will be assigned on a first come first serve basis of applications returned. You will be notified via mail or have information listed on the website as to your final assigned times. Each orientation session will last approximately three hours. A classroom, walkthrough, and use of the CPAT equipment will be offered. The orientation will be held at the Laconia Ice Arena, Laconia NH. Candidate attendance is not mandatory, but is highly recommended. Proper clothing to orientation is the same as the CPAT exam.

APPLICATION FOR TESTING NEW HAMPSHIRE STATEWIDE ENTRANCE EXAMINATION

(Please type or print legibly)

Last Name: _____ First Name: _____ MI: _____
 Address: _____ Last 4 of SSN #: _____ ☐ Active Military
 City: _____ St: _____ Zip: _____ Sex M / F DOB: _____
 Telephone: _____ Pager / Cell: _____
 Email address: _____
 Ethnicity: ☐ American Indian ☐ Asian ☐ African American or Black
☐ White ☐ Native American ☐ Hawaiian or Pacific Islander
☐ Hispanic ☐ Two or more ☐ Other
 Are you at least 18 years of age? Y / N High School / GED Y / N

NH Firefighter Certifications

☐ Firefighter I
☐ Firefighter II NH Cert. or reciprocal

National Registry EMS Certifications

☐ EMT B
☐ EMT I
☐ EMT P

Other

☐ CDL license ☐ College Degree(s) Major: _____

Please schedule me for the following orientation session (not mandatory, but highly recommend):

Tuesday, April 15, 2014	8:00 AM <input type="checkbox"/>	10:30 AM <input type="checkbox"/>	12:00 PM <input type="checkbox"/>
Wednesday, April 16, 2014	8:00 AM <input type="checkbox"/>	10:30 AM <input type="checkbox"/>	12:00 PM <input type="checkbox"/>

Please schedule me for the following 2014 State Entrance Exams:

☐ Written Exam Only* ☐ CPAT Exam Only* ☐ Both*

Your signature below authorizes the Division of Fire Standards and Training and Emergency Medical Services to release the results to all departments participating in the testing process and the International Association of Firefighters in accordance with the licensing agreement.

Applicant's Signature: _____ Date: _____

*Instructions: Carefully read and complete all application packet items. Completed applications, including **ITEM 1 with test fee ITEM 2 and ITEM 3** the physicians release form, must be postmarked by Friday, March 7, 2014. If all forms are not submitted by the March 7th deadline, candidates will not be allowed to test.*

The authorizing physician must review the New Hampshire Candidate Physical Ability Orientation Guide.

This is Item 1

**Submitted or postmarked no later than
FRIDAY, March 7, 2014**

**Faxed copies of this form WILL NOT
Be accepted**

***Submit this Item 1 form for RECIPROCITY for
Out of State CPAT Cert by June 20, 2014.**

Staff Use ONLY

DATE STAMP

Dr. Note: Yes: ☐ No: ☐

LDR: Yes: ☐ No: ☐

Section 1: APPLICANT INFORMATION

NAME:	First	Middle Init.	Last
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Section 2: ENTRANCE TESTING**Section 3: PERSONAL PAYMENT INFORMATION**

- **Check off one method of payment listed below.**
- **Please make checks or money orders payable to NHFSTEMS and mail to NHFSTEMS at the address listed on the top of this form.**

	Personal Check	Full name listed on credit card:	
	Money Order / Bank Check	Card number:	
	VISA	Expiration date:	3-digit code #: (on back of card)
	Master Card	Amount: \$	
	American Express	Signature (as it appears on card):	

For further information on the division's **refund** policy, please refer to the NHFSTEMS website:
<http://www.nh.gov/safety/divisions/fstems/documents/fstemsrefundpolicy.pdf>

FOR OFFICE USE ONLY:

***This is Item 2
Submitted or postmarked no later than
FRIDAY, March 7, 2014***

***Faxed copies of this form WILL NOT
Be accepted***

**AUTHORIZATION FROM PHYSICIAN
FOR APPLICANT TO COMPLETE THE PHYSICAL
ABILITY EXAMINATION AS OUTLINED IN
THE NEW HAMPSHIRE CANDIDATE PHYSICAL ABILITY TEST ORIENTATION
GUIDE.**

I have read and understand the firefighter entrance examination process and components associated with the administration of the examination for firefighters and have reviewed the New Hampshire Candidate Physical Ability Orientation Guide.

This form is void if altered in any way.

*** Candidates bring the ORIENTATION PACKET for Physician's review to your appointment.**

I, _____, acknowledge that _____
Physician's name *Applicant's name*
 Is physically fit to perform the testing process as outlined herein.

Physician's Signature

Date Signed _____

Physician's Name (printed)

Physician's Telephone

Physician's Address

This is ITEM 3

Submitted or postmarked no later than March 7th, 2014.

***Faxed copies of this form will not be accepted
It is the candidate's responsibility to make sure this is returned by the deadline.
Keep copies for your personnel records.***

LEARNING DISABILITIES ACCOMMODATION REQUEST PROCEDURE

(Return this form if you have a learning disability request)

Candidates with a diagnosed learning disability may request an accommodation under the Americans with Disabilities Act by completing and mailing this request form to the Division of Fire Standards & Training and Emergency Medical Services.

***Please submit your IEP or other documented verification of your learning disability for approval, or if you have on hand verification information at the Fire Academy note this on request.**

All requests are confidential and need not be discussed with examination proctors or other candidates. Upon receipt of the request, the Division of Fire Standards & Training and EMS will contact the requesting candidate and initiate the investigation process with their third party consultant to make an accommodation determination. The investigation process will be expedited in consideration of the candidate.

A candidate who experiences difficulties with a testing environment and who believes he/she may have a learning disability may wish to obtain a diagnosis from a learning disabilities professional. Depending upon the diagnosis, a request for accommodation may be possible.

Only candidates with diagnosed learning disabilities will qualify for an accommodation.

Please contact me to discuss a learning disability accommodation. My telephone number is _____. The best time to call is _____.

Signature

Date Signed

Name - Printed

Please return this form to:

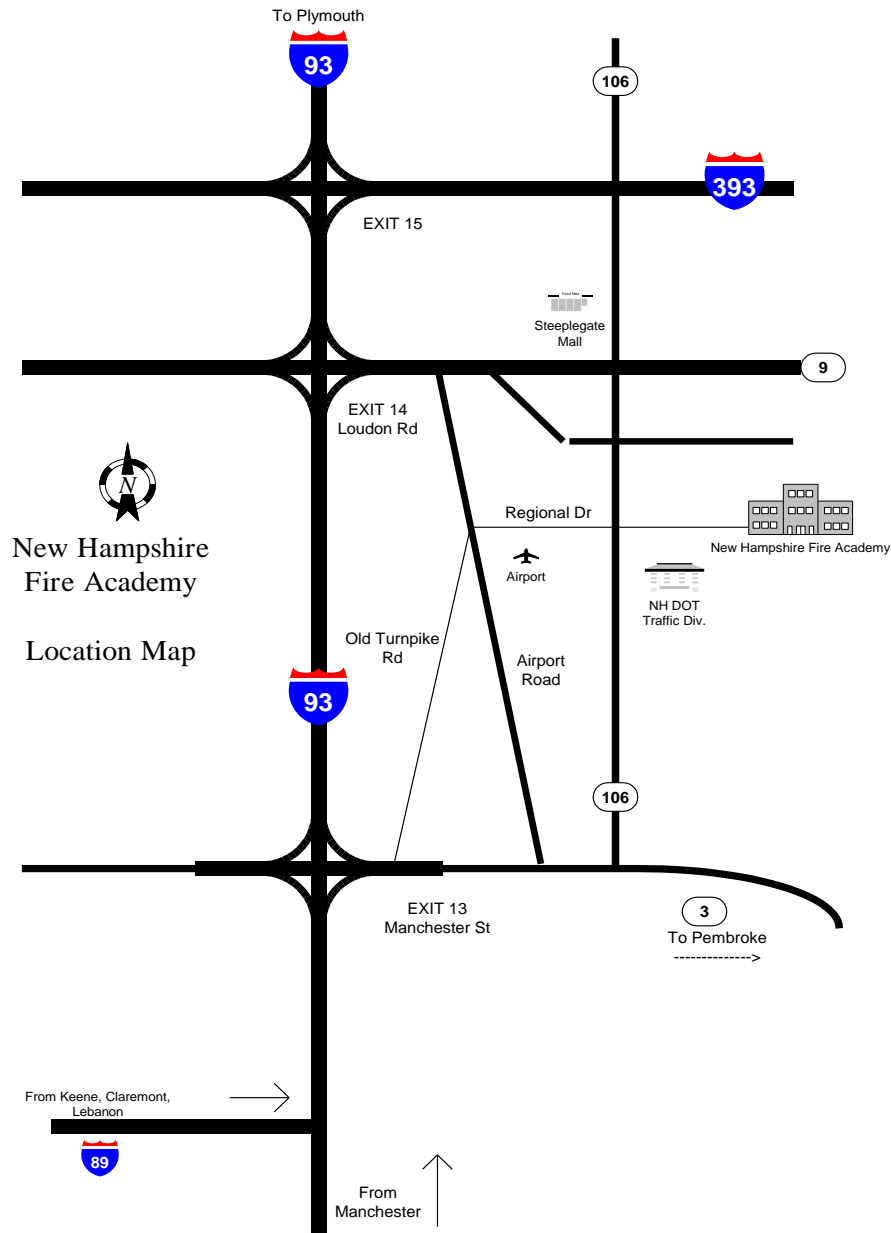
**New Hampshire Fire Academy
Entrance Testing
33 Hazen Drive
Concord, NH 03305**

Please mark the envelope CONFIDENTIAL and attention to L. D. R.

If you are requesting an accommodation

This form must be submitted or postmarked no later than Friday, March 7, 2014.

DIRECTIONS TO THE NH FIRE ACADEMY WRITTEN PORTION of the State Entrance Exam



DIRECTIONS from 93 North and South: Exit 15 to 393 East, to 106 South. One mile past the Steeplegate Mall, on the left. Follow signs to Smokey Bear Boulevard. Follow to end of road.

DIRECTIONS from the Department of Safety: Turn left onto Hazen Drive, continue to lights at Eastside Drive, turn right and continue to the next set of lights. Go through lights onto Canterbury Road. At the stop sign (blinking light), turn left onto Pembroke Road. Continue on Pembroke Road until it meets Route 106 (Sheep Davis Road), turn right at lights. Take your first left and continue to follow to end of road.

DIRECTIONS TO THE LACONIA ICE ARENA

Orientation & CPAT (Physical) Portion of the test

Laconia 468 Province Rd

Laconia, NH 03246 (603) 524-2143

From the North:

Head **south** on **I-93 S**

Take **exit 20** towards **E Main Street/ NH-11 E**

Turn left onto **NH-11 E/NH-132 N/US-3 N/E Main St**

Continue to follow **NH-11 E/US-3 N**

6.6 mi

Slight right onto **NH-11 E/US-3 N/Laconia-Gilford Bypass**

1.3 mi

Take the exit toward **Belmont Rd/Prescott Hill Rd**

0.3 mi

Turn left onto **Belmont Rd/Prescott Hill Rd**

Continue to follow **Belmont Rd**

0.3 mi

Take the 1st right toward **S Main St**

302 ft

Turn right onto **S Main St**

0.2 mi

Take the 1st right onto **Province Rd**

Destination will be on the left

From the South:

Head **north** on **I-93 N**

Take **exit 20** towards **E Main Street/ NH-11 E**

Turn left onto **NH-11 E/NH-132 N/US-3 N/Laconia Rd**

Continue to follow **NH-11 E/US-3 N**

6.3 mi

7. Slight right onto **NH-11 E/US-3 N/Laconia-Gilford Bypass**

1.3 mi

8. Take the exit toward **Belmont Rd/Prescott Hill Rd**

0.3 mi

9. Turn left onto **Belmont Rd/Prescott Hill Rd**

Continue to follow **Belmont Rd**

0.3 mi

10. Take the 1st right toward **S Main St**

302 ft

11. Turn right onto **S Main St**

0.2 mi

12. Take the 1st right onto **Province Rd**

Destination will be on the left

Changes for 2014 and Frequently Asked Questions

The New Hampshire Division of Fire Standards and Training and Emergency Medical Services are committed to providing up-to-date information and fitness information for the Candidate Physical Ability Test (CPAT).

***Reciprocity for CPAT Certifications from another Licensed IAFF CPAT provider**

Your out of state CPAT certification will be eligible for reciprocity if you provide a valid and **dated certificate** from another licensed provider. The date must include the official day; month and year you passed the CPAT, the IAFF/IAFF license number, and the front page/**Item 1 of the application packet**.

The application must be submitted along with the full payment for testing if you are also taking the NH written entrance test. A candidate may be placed onto the state entrance list distributed to the participating fire departments only if they have the written testing or its equivalent of **New Hampshire Firefighter 2** or above. The deadline for out of state CPAT certificates (in our possession) will be due Friday, June 20, 2014.

***Please note if you have out of state fire certification you will need to be granted reciprocity to NH standards by the time the list is developed in June.**

Fitness Trainers for CPAT

If you would like to be referred for personalized physical training, we have contact information to provide you with instructors specializing in CPAT fitness and training. They have a professional background in fitness and are highly familiar with specific CPAT fitness techniques.

***Follow Website Information**

All applicants must visit our web site (<http://www.nh.gov/safety/divisions/fstems/index.html>) and follow any changes and updates to your scheduled dates, times, and testing information. Failure to do so may lead to loss of admission to testing events.

Physicals for the CPAT

The Fire Academy has a list of walk-in clinics available to administer CPAT Physicals for candidates.

Frequently asked Questions:

- Q. Do I need to take the entrance exam every year, since the Commission has ruled that it is good for 26 months?
- A. Although the Commission has ruled that entrance test is good for 26 months, several Departments will only consider candidates who have been through the written and/or CPAT portion within the past 12 months.
- Q. What counts for written reciprocity so I don't have to take the written test?
- A. Candidates who passed a previous year's written exam can go directly to the CPAT portion of the testing and not take this year's written exam. If you have New Hampshire Certified Firefighter 2 you may skip the written test. ***Note: If you have out of state Fire Certification you must apply for and receive reciprocity through our training Bureau in order to receive credit as a written test equivalent. (This must be done before June 20th, 2014 deadline).**
*Also be aware that some departments require a **written test each year** to be considered for hire.

- Q. What if I fail this year's written test?
- A. You should continue on and take the CPAT. You may have other options for written like obtaining Fire Fighter 2 level certification in or reciprocal to New Hampshire's.
- Q. The written test has a Test Preparation Manual (TPM). Is it mandatory to have this, and if so, why doesn't the Academy include the manual in the application fee?
- A. The Fire Academy does not mandate the purchase of this manual. We can explain to you that 70% of all questions come directly from this manual and that your reading comprehension and information to assess your retention of materials will be based on information within this manual. If a candidate has a previous year's manual that is the **same edition** then they would not need to reorder another, saving them monies.
*If any candidate has a financial hardship please contact the fire academy and talk to Scott Merrill.
- Q. Once I pass the entrance exam tests of the written and CPAT what can I expect?
- A. Passing the entrance tests fulfills the pre-hire requirements Departments must meet in order to officially hire you. Departments that take part in the testing will receive a list of candidates and your certification levels. The more certification levels in fire and EMS, the greater your appeal will be to departments.
- Q. If I submit a C.P.A.T or Fire Certification for reciprocity what form do I need to fill out?
- A. For the **entrance testing**, the **reciprocity** form we will need is the front page of the testing application (**Item 1**), This form has what is needed in order to have the correct information necessary to place the candidate on the list to departments.
- **Do not confuse the application for reciprocity of your out of state fire levels i.e. FF1, 2 etc as the form needed to apply for the entrance testing/C.P.A.T and its reciprocity requirements.**
 - **Again, if you want to be put on the state list of firefighters who pass NH CPAT or submit out of state C.P.A.T certificates, than you must follow the procedures outlined above and submit the correct information to us between the dates of January 17th, and June 20, 2014!**

If you have not heard from the Fire Academy about your submitted application, do not wait until the last day to see if we have received it. You should have heard from us least 3 weeks prior to any testing.

Also go to our web page and follow the updates and time lines that information has been sent out to all applicants.